

Policy and Procedures for the  
The Department of Accounting,  
McCoy College of Business Administration, Texas State University

PPS 3: Teaching/Research/Service

PPS 3.08. Allocation of Travel Funds

Departmental budget constraints must be considered in all travel decisions.

Tier 1 Travel

All: Peer-reviewed papers potentially leading to publication, U.S. conferences/meetings

All: Student organization-related travel

Senior Lecturer, Lecturer, Adjunct: Curriculum and professional presentations at national or state organizations (maintaining professionally qualified status needed for teaching area)

AACSB coordinator: conference/meetings

Tier 2 Travel

All: Other presentations and panels, U.S. conferences/meetings

All: Organizational officers, U.S. conferences/meetings

All: AACSB conferences directly related to the needs of the department

Tier 3 Travel

Nonpresentation (discussant, forums, etc.) at other U.S. conferences / meetings (one per year for tenured & tenure-track not traveling via Tier 1 or 2)

See university travel PPS for details of travel reimbursement requests requirements.

PPS 3.08 Licenses and Memberships

Departmental budget constraints must be considered in all travel decisions.

1. Texas Professional license renewals
2. Certifications (up to three in teaching area)
3. Professional organization dues
  - Tenured & Tenure-track: Up to two per year
  - Senior Lecturer, Lecturer, Adjunct: one national or state organization